



Volunteer! Lynchburg

Job Description Form

Department/Division: Human Resources

Location: City Hall, third floor

Job title: Receptionist

Reports to: Margaret Schmitt
Title: HR Director

Type of position:

- ☒ Volunteer
☒ Intern

Scheduling: Afternoons, any time between 1:00 and 5:00 p.m.

Hours /week

Days

- ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday
☐ At discretion of volunteer

Skill requirements:

- Answer telephone, transfer calls to appropriate staff member
- Greet visitors and direct to appropriate staff member or location
- Basic data entry skills
- Basic keyboarding skills
- Ability to operate office equipment such as a copier and fax machine

Education Requirements:

- High School graduation

Description of Duties:

- Provides initial customer service by telephone or in person
- Manages departmental mail processes - submit, gather and distribute mail
- Completes basic data entry of applicant information using Lotus Notes databases
- Completes routine correspondence using MS Word
- Assists staff members with projects such as volume copying, mass mailings and package preparation
- Conveys routine information to employees and the public

Background/DMV Checks Required:

- ☐ Criminal Background Check
☐ DMV Check

Degree of Physical Risk for Position:

- ☒ Low Degree
☐ Some Degree – please explain:
☐ High Degree – please explain:

Benefits for Volunteer/Intern:

- Opportunity to meet and interact with a variety of people
- Solid work experience
- Increase understanding of City jobs